REQUEST TO PROCUREMENT DIVISION FOR SERVICES
(other than property or building maintenance and repairs)

OFFICE/DIV/BR	REQUEST NO.	DATE OF REQUEST	I CERTIFY THAT FUNDS IN THE ESTIMATED AMOUNT OF $ **2,448.00** ARE

25X1 Support Services Staff

AVAILABLE. CHARGE TO FAN _____

PROJECT TITLE	PROJECT OR CONTACT OFFICER	EXTENSION	SIGNATURE OF BUDGET OFFICER DATE

25X11

CON _____ ...OPOSAL NO. AND DATE | CONTRACT & TASK ORDER NO. *(if known)*

RESEARCH/DEV	TRANSFER OF FUNDS TO OTHER GOVT. AGENCY *(specify if applicable)*
GRANT	
REPAIR	
MAINTENANCE	
MODIFICATION	

APPLICABLE ONLY TO REPAIRS AND MODIFICATIONS
TECHNICAL INSPECTION IS REQUIRED BY

☐ RECEIVING DEPOT T & I   ☐ TECHNICAL MONITOR

☐ ITEMS TO BE PICKED UP OR ☐ SERVICES PERFORMED AT:

ITEMS TO BE REDELIVERED TO:

STERILITY	CONTRACT CLASSIFICATION	WORK CLASSIFICATION	HARDWARE CLASSIFICATION	REPORTS CLASSIFICATION
SC 0				
SC 1				
SC 2				

SHORT SUBSTANTIVE TITLE AND/OR DESCRIPTION OF SERVICE TO BE PERFORMED

25X1

The Analysts from _____ will conduct a paperwork and information management reconnaissance study of the files and related procedures of the medical staff operations in order to identify and define records system problems and to provide alternative strategies for management studies most likely to achieve their optimum solutions. Interrelating records systems and procedures such as personnel and security will be observed for interfaces with the medical paperwork and information management systems.

25 YEAR RE-REVIEW

(See reverse for specific information required on R&D requests.)

APPROVAL

DESIGNATION	SIGNATURE	DATE

PROCUREMENT DIVISION USE

DATE RECEIVED IN PD	RECORDED BY	SECTION ASSIGNED TO	NEGOTIATOR

25X1

1. JUSTIFICATION FOR SOURCE SELECTION

The [   ] has specialized skills in the field of paperwork as applied to the Federal Government as well as in microform and automation. It has developed a reconnaissance-in-depth technique which permits a sampling of procedures from the records themselves with a minimum of personal interviews and less disruption than in the old fashioned survey technique.

2. PROPOSAL

To conduct a study of the medical records systems and interrelated personnel and security paperwork procedures to identify and define problem areas and strategies for their solution.

3. DELIVERABLE ITEMS

REPORTS REQUIRED __5__ NO. OF COPIES [ ] MONTHLY [ ] INTERIM [ ] QUARTERLY [X] FINAL

1 - DD/S   2 - Medical   1 - SSS   1 - RAB

HARDWARE (state type and number)

OTHER

4. GFE REQUIRED

GOVERNMENT FURNISHED EQUIPMENT to be provided will include a safe cabinet for overnight lock up of analyst materials during survey, desk space, and an escort or liaison officer from the Agency.

5. SPECIAL INSTRUCTIONS